



COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING & PLANNING 541-917-7550

Planned Development – Final Checklist and Review Criteria

INFORMATION AND INSTRUCTIONS:

- See fee schedule for filing fee (*subject to change every July 1*); staff will contact you for payment after submittal.
- All plans and drawings must be to scale, and review criteria responses should be provided as specified in this checklist.
- Email all materials to cd.customerservice@cityofalbany.net. Please call 541-917-7550 if you need assistance.
- Depending on the complexity of the project, paper copies of the application may be required.
- Before submitting your application, please check the following list to verify you are not missing essential information. An incomplete application will delay the review process.

PLANNED DEVELOPMENT-FINAL SUBMITTAL CHECKLIST

PLANNING APPLICATION FORM WITH AUTHORIZING SIGNATURES.

Date of the Preliminary Planned Development approval _____

FINAL PLAT REQUIREMENTS. In addition to the information provided with the Preliminary Planned Development application, please submit the following:

- Attach necessary documents, maps, statements, as appropriate, to demonstrate that each of the Preliminary Planned Development conditions of approval have been met. If any of the conditions are not met at the time, attach a detailed written explanation as to why they are not met and when and how you intend to meet them.
- Provide final detailed building, landscaping, and elevation plans. (If you have submitted for building permits, you may reference here the building permit numbers and date submitted to the City.)
- Please describe the character and location of all signs. Submit a site plan that shows the location of signs for the development and detailed drawings of the proposed signs. (If you have submitted for sign permits from the Building Division, you may reference here their permit numbers.)
- If the land was given tentative approval to be divided, submit a concurrent Final Plat application. (This is a separate application from the planned development.)

Note: Some properties may have covenants or restrictions, which are private contracts between neighboring landowners. These frequently relate to density, minimum setbacks, or size and heights of structures. While these covenants and restrictions do not constitute a criterion for a City land use decision, they may raise a significant issue with regard to the City's land use criteria. It is the responsibility of the applicant to investigate private covenants or restrictions.

PLANNED DEVELOPMENT PURPOSE AND PROCEDURE

Definition (ADC 11.240): A Planned Development is a master planned environment intended for a variety of related activities. It promotes an integrated, coordinated development of land, normally involving increased flexibility in use and design standards, with special incentives or restrictions on development. A Planned Development may be primarily residential uses with associated commercial uses, or it may be a commercial or industrial development.

Purposes (ADC 11.250): The purposes of a Planned Development are to:

1. Encourage more innovative planning that results in more desirable or sustainable environments or neighborhoods, improved protection of open spaces, transportation options, and site phasing of developments through the application of flexible and diversified land development standards than would otherwise occur under conventional land development procedures; and
2. Facilitate the efficient use of land and resources in regards to land uses, buildings, circulation systems, natural features, energy conservations, open space and utilities.

Procedure (ADC 11.260): A Planned Development is processed in two steps. The first step is review of the planned project design and land uses by the Planning Commission under the Type III procedure. The final approval is reviewed by the Director through the Type I procedure.